

STATEMENT OF WORK

Design, Provide and Install Modular Space in Bldg 148, Bay F, Marine Corps Air Station, Cherry Point

1. **GENERAL INTENTION:** It is the declared and acknowledged intention to obtain the supervision, expertise, labor, materials, and equipment to accomplish the work specified in the contract.
2. **LOCATION:** The work described herein is located in Building 148, Bay F, MCAS Cherry Point.
3. **TIME FOR COMPLETION:** The scope of the work contained herein is to be completed within 90 days from contract award.
4. **SPECIFIC WORK TO BE PERFORMED:** Contractor shall
 - a. Design, provide and install the following
 - (1) Approx 2200 SF, modular office space. New office area to be constructed with 3" thick walls of ½" vinyl gypsum/polystyrene, non-flammable construction with R-11 insulating properties and STC-31 noise attenuation. No flooring to be included. Doors to be half-glazed with 1/4 " tempered glass, 3-0 X 7-0, insulated, lockset included. Fixed windows to be 4'X3', ¼" tempered glass. Ceiling will be 2'X4' grid with 5/8" non-combustible acoustic tile. Top of structure to be equipped with Dust Cover of 22 ga ribbed steel, sufficient to carry load. Lighting provided to be 2'X4' 4-tube T8 Energy efficient fixtures providing 75 FC minimum at desk height. HVAC units should be energy-star rated unit(s) with drip-preventive features. Duplex outlets provided so no cord is to be longer than 6 feet. Contractor is responsible for connecting to existing main electrical panel(s) and existing building sprinkler system to be extended to provide for sprinkler protection inside new space(s) All work to be performed by Contractor's personnel, licensed as necessary and conforming to all NEC, OSHA, NFPA, and other codes as necessary. In addition, will provide and install approx 190 LF of 10' tall woven wire fencing with 2 double doors and locks. See sketch 1 below.
 - (2) Assure equipment is working properly.
 - (3) Provide with standard Commercial warranty.
 - d. Become familiar with site and to check for potential installation problems, including infrastructure problems.
 - e. Coordinate site visit(s), installation dates and schedules with the POCs listed later in this document.
 - f. Provide training to instruct staff in proper use, adjustment, and maintenance (preventive and repair) after equipment is installed.
5. **GENERAL INFORMATION:**

- a. On-site visits or inspections of the site, access, working conditions and the jobs before submitting a quote is highly recommended.
- b. The contractor shall not rely on any given dimensions, quantities, or items.
- c. The quality of workmanship shall reflect full journeyman level in the trades.
- d. The contractor shall be responsible for damage/s to government property during the performance of this contract.
- e. The contractor shall comply with all Federal, State, Local Codes, and regulations as they apply to this contract.
- f. The contractor shall provide all safety equipment needed, and/or required on the job.
- g. When the word "equal" is used in specifications, this is to mean that the contractor shall utilize an equal product or better product.
- h. The contractor shall be responsible for disposing of rubbish, and all other work debris, to an off-station disposal site.
- i. The contractor shall take precautions to avoid interfering with vehicles and/or personnel using the facility.
- j. Performance of contract work shall be accomplished during normal working hours unless negotiated with POC.
- k. Normal working hours are 0730 to 1600, Monday through Friday, except on Government holidays.
- l. Points of Contact: POC for Facilities Development is Don Sargent, 466-7230. POC for Bldg 148, Bay F is George Cronk, 466-6661.

6. DOCUMENTATION REQUIRED TO GRANT ACCESS TO COMMERCIAL AND CONTRACT EMPLOYEES

All requested information shall be presented to the Pass & ID Office, Reception Center, Building 251, Main Gate, MCAS Cherry Point, Tel (252) 466-5921, prior to commencing work.

- a) Commercial and contract employees may be issued access to MCAS Cherry Point on an individual basis.
- b) Commercial and contract employees must possess a picture identification card from a state or federal agency.
- c) Commercial and contract employees must provide full name, social security number, date of birth, and mailing address.

- d) Commercial and contract employees must provide a full criminal records check. This records check may be obtained from any of the following internet investigative services www.infolinkscreening.com, www.castlebranch.com and www.accuratebackgroundinvestigations.com. Or any other investigative services company that provides records checks of all 50 states. These services also validate social security card numbers. (Note: These internet screening services are listed as possible sources for obtaining a criminal background check. The United States government and the United States Marine Corps do not endorse nor are they affiliated with any of these services.)
- e) Commercial and contract employees must provide proof of citizenship/immigration status. Acceptable documents include birth certificates, Immigration and Naturalization Service (INS) forms, and passports.
- f) Commercial and contract employees must provide proof of employment and a list of all their employees requiring access.
- g) Commercial and contract employees must provide an approved contract and sponsorship letter from the MCAS Cherry Point employer/contracting officer identifying the following:
 - a) The name of the company/business awarded the contract.
 - b) Contract number (if applicable).
 - c) Contract expiration/termination date.
 - d) Flight line access with specific location (if required).
- h) Installation Access will be denied if it is determined that an employee:
 - a) Is on the National Terrorist Watch List.
 - b) Is illegally present in the United States.
 - c) Any reason the Installation Commander deems reasonable for good order and discipline.
 - d) Is subject to an outstanding warrant.
 - e) Has knowingly submitted an employment questionnaire with false or fraudulent information.
 - f) Has been issued a debarment order and is currently banned from military installations.
 - g) Is a registered sex offender, convicted felon (within the past 15 years), convicted of a drug crime within the past five years or convicted of DWI/DUI within the last year.
- i) All appeals shall be directed to the Installation Commander (Attn: Inspector's Office) for any individual that has been denied access to the installation.

7. SUBMISSION OF QUOTES:

- a) Literature for all items must be submitted with the quote.
- b) Quotes shall include FOB Destination transportation terms.

8. BASIS FOR AWARD:

